



JOB DESCRIPTION

State Form 52468 (12-05)

This document is used to provide a basic description of essential duties and other work elements.

Employee Name:		
Agency: Office of Utility Consumer Counselor		BU: 00205
Division: External Affairs Division	Section/District:	
Job Title: Governor's Intern	Job Code: N/A	
Working Title (if different from above): Communications Intern (Job Opening ID: 577580)		
Reports To: Division Director		
FLSA Status: <input type="checkbox"/> Non-Exempt (OT Eligible) <input type="checkbox"/> Exempt		Effective Date :

Purpose of Position/Summary:

The Mission of the Office of Utility Consumer Counselor is to represent all Indiana consumers to ensure quality, reliable utility services at the most reasonable prices possible through dedicated advocacy, consumer education and creative problem solving. The OUCC will provide a Governor's Public Service Summer Internship participant with various opportunities to participate in the administration and operations of the Agency. In this position, the candidate will be assigned to the External Affairs Division and will perform a variety of administrative and technical tasks which will promote the agency's mission in enhancing consumer education.

Essential Duties/Responsibilities:

- Review and utilize Webtrends data in order to enhance website traffic, information and design;
- Assist in the coordination, design, and implementation of communication/outreach efforts regarding consumer education;
- Review inventory of publications available for consumers, and recommend changes as necessary;
- Assist with the coordination of OUCC summer outreach events, including participating in and possibly scheduling volunteers to educate consumers at the Indiana Black Expo Summer Celebration and Indiana State Fair.

Job Requirements:

- Qualifications include pursuit of a Bachelors Degree (or other advanced degree) in Communications, Journalism, English, Marketing, Informatics, Internet-related degree, or a similar field;
- Candidate must have excellent written communication and computer skills (Proficiency necessary in Microsoft Office, preferred in Adobe InDesign/Photoshop and web applications);
- Strong verbal communication and presentation skills;
- Ability to proactively identify issues/develop solutions/implement resolution;
- Must be a self-starter and quick learner;
- Ability to work independently as necessary.

Supervisory Responsibilities/Direct Reports:

N/A

Difficulty of Work:

N/A

Responsibility:

Personal Work Relationships:

Physical Effort:

Working Conditions:

Office environment, primarily, with a small amount of work at public events in indoor venues.